

## ROUTING AND TRANSMITTAL SLIP

Date

11/30/87

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. Chief, FMD/OL

[Signature]

30 Nov 87

2.

3. Director of Logistics

[Signature]

4. Room 2C02

[Redacted]

Bldg

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

John,  
I recommend that you send the  
enclosed memo response rather than  
sign off on Helene's approval line with  
a caveat.

By way of background, we would have had  
to move some of these folks to make way for  
OTA in any event. This is a reasonable  
solution.  
Helene may balk at last paragraph.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

HCS/FMD/OL

3E14 11Q

Phone No.

5041-102

★ U.S.GPO: 1986-0-491-247/200471

OPTIONAL FORM 41 (REV. 7-75)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

~~ADMINISTRATIVE - INTERNAL USE ONLY~~B+G2  
1 DEC 1987

MEMORANDUM FOR: Director of Leadership Analysis

VIA: Deputy Director for Administration  
Deputy Director for IntelligenceFROM: John M. Ray  
Director of Logistics


SUBJECT: Acquisition of Space for Office Consolidation

1. Please excuse my delay in responding to your request. As you are aware, the timing of construction in the Original Headquarters Building (OHB) is tied directly to the occupancy dates for the New Headquarters Building. We wanted to let the latter schedule firm up before responding to you, as a change in the OHB construction schedule could have a direct impact on our answer.

2. As it stands right now, we can let you have, on a temporary basis, the approximately 2,000 square feet of space in Room 1H5126 when it is vacated by the Office of Information Technology. Room 1H5118 is not scheduled to be vacated by the Information Management Staff until considerably later, and it is already spoken for. The 3rd and 5th floor elements you wish to relocate will probably both fit in Room 1H5126 with a little belt-tightening, a situation becoming more and more prevalent in OHB these days.

3. We do consider your occupancy of Room 1H5126 to be temporary. The Political Psychology Division and the VIP Medical Division will be folded into the main Office of Leadership Analysis (OLDA) body on the 1st floor when your spaces are reconfigured. At that time, Room 1H5126 will transfer permanently to another occupant. Based on the number of positions budgeted for OLDA through 1993, the occupants to be housed in Room 1H5126 were taken into consideration when the OLDA final space allocation was calculated for the Backfill Program. The calculation was based on a standard applied to each office remaining in OHB. We know it's going to be a tight fit, but at least it will be an equitable distribution. The Backfill staff and the architectural and engineering firm they have hired to assist them will work closely with you to ensure the best possible office layout.

STAT

  
John M. Ray

OL 10318-87

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SUBJECT: Acquisition of Space for Office Consolidation

STAT

OL/FMD  (30 November 1987)

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